

## SAMPLE AGENDA

**Below is an example of a typical schedule.  
The company name, contacts, and descriptions are entirely fictional.**

### Monday, August 23, 2002

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Attire: Business Formal

Agenda: All day - Gas Pipeline Solutions International

08:30 Depart Hotel for Gas Pipeline Solutions International

Company: Gas Pipeline Solutions International

Primary Contact: Barry Perry

Presented by: Barry Perry, Director of Operations, NIS Region  
Constantin Yegorov, International Project Manager - Eurasia  
Frederick Johnson, Senior Pipeline Engineer  
Walter Scanlan, Senior Pipeline Engineer

Address: GPSI Appleland Center  
4587 Flowline Drive  
Appleland, TX, 77874

Telephone: (555) 555-7866

E-mail: [GPSI-NIS@gpsi.com](mailto:GPSI-NIS@gpsi.com)

Website: [www.gaspipelinesolutions.com](http://www.gaspipelinesolutions.com)

Synopsis: *Gas Pipeline Solutions International (GPSI) is the leading provider of gas pipeline engineering services, solutions and technology to the international gas transport industry. Having a worldwide presence, GPSI manages its business through it's Houston headquarters. GPSI has geographically focused teams to meet local needs and provide customized solutions, with offices in Moscow, Almaty, Baku, and Kiev. GPSI has the industry's longest, most impressive track record of providing leading-edge gas transport technologies.*

*The core technologies of GPSI is to manage new technology development, a variety of service segments capitalize on technical synergies and introduce innovative solutions in gas transportation. Through its research and product development, GPSI is committed to advanced technology programs that will enhance gas transportation efficiency, lower costs, improve productivity, increase asset value and accomplish all of these goals in a safe, environmentally sound manner.*

Topics: Cold weather, project feasibility, pipeline pigging, mapping & GIS

09:00 Welcome and overview of GPSI projects in the former Soviet Union  
Presented by: GPSI Staff

09:00 Strategies for solving flow problems associated with cold weather environments  
Presented by: Barry Perry

*Insert here brief synopsis of presentation*

10:00 Depart to downtown office

Organization: GPSI  
Contact: Constantin Yegorov  
Telephone: (555) 555-1579  
Address: 1325 Boulevard  
Houston, TX 77777

11:00 Project Feasibility  
Presented by: Constantin Yegorov, International Project Manager - Eurasia

*Insert here brief synopsis of presentation*

12:00 Lunch (Compliments of GPSI)

13:00 Depart for GPSI Testing Facilities

Organization: GPSI Testing Center  
Address: 6548 Twister Road  
Astroland, TX 57812  
Contact: Gail Olson  
Telephone: (555) 555-5567

14:00 Welcome and overview of pigging technologies  
Presented by: Frederick Johnson, Senior Pipeline Engineer

*Insert here brief synopsis of presentation*

15:00 Modern mapping & GIS technologies  
Presented by: Walter Scanlan, Senior Pipeline Engineer

*Insert here brief synopsis of presentation*

16:30 Depart for hotel